



# REPORT

To: Chair and Directors

Report Number: CS-BRD-005

From: Trish Morgan, General Manager of Community Services

Date: May 14, 2020

**Subject: Blackfoot Park Caretaker RFP Award**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board award RFP 11-2020, "Blackfoot Regional Park Caretaker", to MZTERZ Holdings Corp., for the provision of seasonal caretaker services at Blackfoot Regional Park, at a maximum cost of \$32,400 plus GST for the 2020 season; further, that an option to extend the term for two additional seasons upon satisfactory annual contract performance be included at a maximum total cost of \$142,800 over the three years; and finally, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

## **BACKGROUND/RATIONALE:**

On March 9, 2020, the PRRD issued a request for proposals for caretaker services for Blackfoot Regional Park. One proposal was received from MZTERZ Holdings Corp. who previously provided bi-weekly park maintenance in 2018.

Significant investment and work has been put into the Park to upgrade campsites, install powered sites, and develop a caretaker site; with the ultimate goal of continuing to upgrade the Park according to the [Blackfoot Park Master Plan](#). The Plan includes hiring a seasonal caretaker to perform the bulk of daily and weekly park maintenance, provide security, oversee campers, and eventually collect fees for camping. The direction from the Regional Parks Committee is to hire a caretaker in 2020 to oversee the operations and maintenance of the park; however, they will not collect fees in 2020, as the Park will not be transitioning to a fee for service model until 2021.

The agreement will start on or around June 27, 2020. Blackfoot Park is set to open on June 1, 2020. Field Services continues to complete the caretaker site, and as long as the potable water tank, sewer tank, and electrical services for the site are completed as planned, the caretaker will be able to move in with their own RV and connect to these services.

Blackfoot Park is currently closed due to COVID-19, as there is no way to ensure physical distancing, ensure that campers are abiding by the requirements associated with mass gatherings, and conduct daily cleaning of outhouses and removal of garbage until a caretaker is in place – as recommended by Northern Health. The Park has never had a caretaker in the past - only maintenance contractors that provided weekly maintenance services but did not stay overnight or monitor park use and activities.

If provincial guidelines change, and the park is not able to open or stay open, a reduced rate has been negotiated so that MZTERZ Holdings Corp. will provide security for the park, as well as perform basic maintenance. If restrictions are amended to allow the Park to open at some point in the summer,

then additional conditions may be put in place to ensure that the operations meet the requirements set by the Province around mass gatherings, physical distancing, cleaning, etc. It will be the responsibility of the caretaker to ensure that requirements are followed by campers.

The agreement is for an initial one season term starting June 27, 2020 to September 15, 2020. If performance is satisfactory in 2020, then the agreement can be extended for up to two more seasons, 2021 and 2022, which generally run from May 1 to September 15 subject to spring thaw and other weather conditions.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board decline to award RFP 11-2020, “Blackfoot Regional Park Caretaker”, to MZTERZ Holdings Corp, in the amount of up to \$142,800 plus GST, for seasonal caretaker services at Blackfoot Regional Park for the 2020, 2021 and 2022 seasons.
2. That the Regional Board award RFP 11-2020, “Blackfoot Regional Park Caretaker”, to MZTERZ Holdings Corp., for the provision of seasonal caretaker services at Blackfoot Regional Park for the 2020 season only, to a maximum cost of \$32,400 plus GST; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.
3. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

If the caretaker starts work on June 27<sup>th</sup> and continues until September 15<sup>th</sup>, the maximum cost for caretaker services in 2020 (June 27 to September 15) is \$32,400 plus GST, which is within the budgeted amount of \$50,000 for 2020. The length of the season for 2021 and 2022 is May 1 to September 15, which equates to \$55,200 plus GST for the season.

2020 = \$32,400

2021 = \$55,200

2022 = \$55,200

Total = \$142,800 (plus GST)

MZTERZ Holdings Corp. has also provided an hourly rate for any work that falls outside of the contracted scope of work (only as approved by the GM of Community Services, GM of Environmental Services or designate), and an alternative reduced daily rate for park security and maintenance should the park not be open by June 27<sup>th</sup>, which is comparable to a contracted security company rate. These options have been incorporated into the contract so that all scenarios can be accommodated within the existing contract.

Starting in 2021 fees will be collected, which will assist in offsetting a portion of the cost of the caretaker.

**COMMUNICATIONS CONSIDERATION(S):**

The public will be advised of changes to the Park prior to opening, and be notified that a caretaker will be overseeing operations.

**OTHER CONSIDERATION(S):**

Park maintenance and capital projects are generally performed and/or managed by the PRRD Field Services team. The PRRD has been conducting a pilot project where park maintenance has been brought in-house by hiring seasonal staff; resulting in an increased level of service. Once a caretaker is hired for Blackfoot Park, Field Services will focus their attention on capital upgrades to the Park rather than weekly maintenance.

In 2019, approximately \$100,000 in capital upgrades were completed at Blackfoot, which included development of pull through powered sites and the majority of the caretaker site; including a fenced compound and building to provide for storage and office space. An additional \$106,000 in upgrades are planned for 2020 to develop 10 new powered sites for individual and group camping, and two additional outhouses.

Blackfoot Park has 15 campsites and often sees high usage in the summer months with over 100 people camping in the park at one time. Northern Health has recommended that the campground not open until the caretaker is in place so that garbage can be removed daily and daily cleaning of high touch surfaces can be conducted (pit toilets, picnic tables, garbage receptacles). Further, if any campers are observed to be sick by the caretaker, they will be advised that they must return home immediately.